**Graphical user interface, application, logo

Description automatically generated Community Chest Fund - Application Form**

**Please refer to the Guidance Notes (separate document) and the Scoring Guidelines (at the end of this application form) before completing this form.**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Your organisation name and type** | | | |
|  | | | |
| **2. Organisation’s main or registered address, including postcode** | | | |
|  | | | |
| **3. Details of where the project is taking place** | | | |
|  | | | |
| **4. Tell us about your organisation and its main objectives** | | | |
|  | | | |
| **5. Project name** | | | |
|  | | | |
| **6. Tell us about your project** (500 words – 30 points of application score) | | | |
|  | | | |
| **7. Please tell us why this project is needed** (500 words – 30 points of application score) | | | |
|  | | | |
| **8. What outcomes will your project achieve?** (500 words – 30 points of application score) | | | |
|  | | | |
| **9. Details of Social Housing Providers that are CHIC members who are aware of your existence and activities (name of organisation, name of contact, contact details).** | | | |
|  | | | |
| **10. When do you anticipate that your project will start and end?** | | | |
| **Estimated start date:** mm/yyyy **Estimated end date:** mm/yyyy | | | |
| **11. Project Cost Breakdown** | | | |
| Item/description | | | Cost (Net of VAT) |
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|  | | |  |
| VAT\* | | |  |
| Total project costs | | |  |
| Funding requested | | |  |
| **12. Other Funding Applications for this Project** | | | |
|  | | | |
| **13. Bank Details** | | | |
| Bank Name | |  | |
| Bank Address | |  | |
| Sort Code | |  | |
| Account Number | |  | |
| **14. Details of main contact for your organisation** | | | |
| Name & Title | |  | |
| Position | |  | |
| Full Address | |  | |
| Email | |  | |
| Landline & Mobile | |  | |
| **15. Any other information to support your application**  *Please include any additional information you think will help support your application* | | | |
|  | | | |
| **16. How did you find out about the CHIP Community Chest Fund** | | | |
|  | | | |
| **17. Declaration** | | | |
| **Name:** |  | | |
| **Position:** |  | | |
| **Signed:** |  | | |
| **Date:** |  | | |

***For Office Use Only***

**Scoring of Complete, Detailed and Robust Applications**

*This only applies to applications which are progressed by CHIP’s Social Value Manager to the assessment and scoring stage.*

*Sections 6, 7 and 8 of the completed application are each to be awarded a score out of a potential maximum 30 points per section. Examples are provided below of how scores might be awarded for responses of differing quality and strength.*

*To complete the scoring, assessors can award up to 10 additional points for the potential that a project offers to achieve a high level of Social Value.*

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| --- | --- |
| **Scoring Section 6** | |
| **10** | A description of the project, however, lacks some detail. Some idea of who the beneficiaries are, with a weak attempt to promote the project. Volunteers are referred to, but no description of how they might be used. |
| **20** | An informative description of the project, detailing beneficiaries, and supporters. Some attempt at promoting the project. Good description of volunteer involvement. |
| **30** | A very robust description. A clear plan as to who will be involved in seeing the project through. Very strong attempts to promote the project. A very clear plan of how volunteers will support the project. Very clear understanding of how the project will operate in the future. |
| **Total points for this section / 30** | |
| **Scoring Section 7** | |
| **10** | The benefits of the project are recorded, however lacks description. Shows minimal understanding of why the project is needed and answers are not elaborated on. Brief explanation of how funding will support the project. |
| **20** | Shows some understanding of why the project is needed, with some explanation of the current issues faced and who will benefit in the short and long-term. A good understanding of how funding will support the project. |
| **30** | A very robust description of the benefits of the project. Very clear answers as to how funding will support the vision. Very clear short/long term effects of the project on its individuals and community. |
| **Total points for this section / 30** | |
| **Scoring Section 8** | |
| **10** | Outcomes for the project are recorded, however the answers may be slightly vague with minimal descriptions. There is a plan as to how output will be measured, but some vagueness around explaining exactly what success is expected to be achieved. |
| **20** | Clear outcomes are recorded. There is a plan as to how outcomes might be measured but lacks detail and understanding. Some idea of the long-term impact. |
| **30** | There are very clear outcomes recorded, with no hesitation as to the expectations of what will be achieved. There has clearly been a lot of research and planning done, before funding has been applied for, demonstrating a clear plan of how the project will be measured, and results recorded. |
| **Total points for this section / 30** | |

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| **Scoring the potential to achieve a high level of Social Value** | |
| **6**  **(Average)** | Identifiable beneficiaries, where a reasonable amount of impact will be seen. Some long-term social value will be apparent. |
| **8**  **(Good)** | The project will have a positive impact on a good number of individuals.  Social value output generated will outweigh the costings/time commitment; or is relatively high. |
| **10**  **(Excellent)** | Excellent community benefits, with a significant number of individuals benefiting from the project, in both the short and long-term. Social value output generated will significantly outweigh the costings/time commitment; or is very high. The project can demonstrate longevity where social value can be repeatedly measure into the future. |
| **Total points for this section / 10** | |
| **Total points for the Application Form completion /100** | |